

WILLMAR CITY COUNCIL PROCEEDINGS
COUNCIL CHAMBERS
WILLMAR MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

January 20, 2015
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Calvin, Council Members Ron Christianson, Andrew Plowman, Denis Anderson, Steve Ahmann, Rick Fagerlie, Jim Dokken, Audrey Nelsen and Tim Johnson; Present 9, Absent 0.

Also present were City Administrator Charlene Stevens, City Clerk Kevin Halliday, Police Chief Jim Felt, Finance Director Steve Okins, Fire Chief/Fire Marshal Gary Hendrickson, Community Education and Recreation Director Steve Brisendine and City Attorney Robert Scott.

Additions to the agenda included the appointment of Kelly Terwisscha to the at-large position on the Economic Development Commission Operations Board to be approved under the Consent Agenda and an update on the gas leak on 15th Street SW at the end of the meeting.

Council Member Christianson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of December 15, Rice Hospital Board Minutes of December 17, Municipal Utilities Commission Minutes of December 22, Application for Exempt Permit – Rocky Mountain Elk Foundation, Application for Exempt Permit – Minnesota Ducks Unlimited, Application for Exempt Permit – Willmar Fests, Inc., Accounts Payable through December 31, Building Inspection Report for December, Willmar Police Commission Minutes of November 17, Willmar Area Lakes CVB Minutes of November 18, Citizens Cable Advisory Committee Minutes of December 18, 2014 and Appointment of Kelly TerWisscha to the Economic Development Commissions Operations Board. Council Member Fagerlie seconded the motion, which carried. Council Member Ahmann abstained due to a conflict of interest in the Planning Commission minutes.

At 7:01 p.m. Mayor Calvin opened a hearing on extending the City's 2012 application for Small Cities Development Program funding through the Minnesota Department of Employment and Economic Development (DEED). Jill Bengston, representing the Housing and Redevelopment Authority for Kandiyohi County, presented the request for the extension. Since the Minnesota Housing will not be closing on the Highland Tax Credit Project until February 2015, the City's grant agreement with DEED will need to be extended until July 31, 2015 so the Small Cities funds can be utilized on the project. The City is required to hold a public hearing to expand the original program target area to include Highland Apartments. There being no one present to speak for or against the proposed Small Cities Development Program grant extension request, Mayor Calvin closed the hearing at 7:02 p.m.

Council Member Fagerlie made a motion to approve the Small Cities Development Program grant and target area expansion. Council Member Dokken seconded the motion, which carried.

Mayor Calvin acknowledged Bob Skor, 617 SW 14th Street, who had signed up to address the City Council during its scheduled Open Forum. He gave a definition for "City Council" and talked about respect.

Fire Chief Hendrickson recognized four individuals who have completed their one-year probationary period with the Willmar Fire Department: Caitlin Brabender, Nick Baker, Nick Krohn, and Travis Dickerson. Over the past year, each of these individuals has completed 130 hours of training and worked 415 hours of on-scene training, which was a sacrifice for the Firefighters as well as their families and shows a high level of commitment and protection to citizens. Chief Hendrickson recited a Willmar Fire Department Oath of Office

to the Officers followed by the receipt of their individual badges, which were pinned on each officer by their respective family members.

At this time Mayor Calvin presented to the Council, staff, and public the Mayor's 2015 State of the City Address (a copy of which is contained in the Council proceedings file).

City Clerk Kevin Halliday presented Change Order No. 3 to the Corner Stone Construction Services contract for the auditorium renovations. City Clerk Halliday touched on each item contained in the change order which totaled \$14,921.00 increasing the project total to \$780,821.00. Staff was recommending the Council approve the change order as presented.

Resolution No. 1 was introduced by Council Member Christianson, seconded by Council Member Ahmann reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar that the agreement with Corner Stone Construction, Inc., of Willmar, Minnesota, for the Willmar Auditorium Renovation project, be amended with Change Order No. 3 as follows:

- Firing Range additional work to relocate shooting lane target brace, re-hang forward of new wall and tighten the target cable lines. \$4,743.00
- Changing the 600 amp switch to a 400 amp switch. Existing panel was mislabeled. Change is required. There does not appear to be an issue with the power since no AC is being installed at this time. \$2,300.00
- Removal of fans in the upper northeast and southeast corners of the Gym, requested by staff. \$1,265.00
- Patching the Existing Range Ceiling Baffle, approved previously by staff. \$300.00
- Extend the deflector to protect florescent tube lighting in Lane 10. \$1,705.00
- Support pillar rubber block reduction to one 24" block only and strap securement. \$0
- Install additional framing and blocking in basement hallway, in order to install the ceiling grid. \$800.00
- Changes to the air handling equipment in shop drawings required additional electrical work. \$3,808.00

BE IT FURTHER RESOLVED that the Mayor and City Administrator be authorized to execute the necessary documents on behalf of the City for this Change Order No. 3.

Dated this 20th day of January, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Public Works Director Sean Christensen requested authorization to purchase and replace an International Truck with snow removal equipment through state contracts as recommended in the vehicle

replacement program. The total cost for the unit is \$164,589.72 and the 2015 Capital Outlay Program includes \$170,000 for the purchase. The existing 2005 unit will be traded for a credit of \$26,000.00 to be used towards tax and licensing. Staff recommended proceeding with the purchase. Council Member Christianson reminded staff current policy requires all equipment purchases over \$10,000 be brought before the appropriate committee for review prior to Council approval.

Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Christianson reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of the 2015 International 7400 truck through State Contract #77941, and with attachments through State Contract #80228 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidders for the terms and consideration of the contract in the amount of \$164,589.72.

Dated this 20th day of January, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

City Administrator Charlene Stevens presented for Council consideration a petition for a partial street vacation of 3rd Street SW between Trott Avenue and Minnesota Avenue filed by Rice Memorial Hospital and Shared Health Resources, LLC. The street has been closed to through traffic for ten plus years. The request has been before the Planning Commission and approved. The process requires a public hearing be set. Staff recommends February 17, 2015 at 7:02 p.m.

Resolution No. 3 was introduced by Council Member Fagerlie, seconded by Council Member Dokken reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

Resolution Setting A Public Hearing to Consider A Petition to Vacate A Street

BE IT RESOLVED by the City Council of the City of Willmar that the Council conduct a public hearing at 7:02 p.m. on Tuesday, February 17, 2015, in the Council Chambers at the Municipal Utilities Commission Building, 700 SW Litchfield Avenue, Willmar, Minnesota.

BE IT FURTHER RESOLVED that the purpose of the hearing will be to consider the partial vacation of 3rd Street Southwest described as:

Beginning at the Southeast (SE) corner of Lot 7, Block 64 of the First Addition to the Town (now City) of Willmar, and continuing on a line extended from the south border of Lot 7, Block 64 of the First Addition to the Town (now City) of Willmar, to the Southwest (SW) corner of Lot 8, Block 65 of the First Addition to the Town (now City) of Willmar, thence northerly along a line extended from the West border of Lot 8, Block 65 of the First Addition to the Town (now City) of Willmar to the Northwest (NW) corner of Lot 14, Block 65 of the First Addition to the Town (now City) of Willmar, thence Westerly on a line extended from the north border of Lot 14, Block 65 of the First Addition to the Town (now City) of Willmar to the Northeast (NE) corner of Lot 1, Block 64 of the First Addition to the Town (now City)

of Willmar, thence Southerly on a line extended from the east border of Lot 1, Block 64 of the First Addition to the Town (now City) of Willmar to the point of beginning. All in the City of Willmar, County of Kandiyohi.

BE IT FURTHER RESOLVED that any person having an interest in said matter is invited to appear in person or be represented by counsel to be heard on this matter.

Dated this 20th day of January, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

One item under Old Business addressed was the designation of the local newspaper. City Administrator Charlene Stevens noted several questions were raised by Council Members at the reorganizational meeting regarding the designation of the "West Central Tribune" as the official newspaper for City publications. The statutory requirement that a 75% penetration rate is needed to qualify was in question. Information was provided by the "West Central Tribune" stating that their household penetration is 55%. Minnesota Statute 331A.02, which was reviewed by City Attorney Robert Scott, sets forth a number of requirements for a newspaper to meet to be a qualified newspaper. It was his determination that the "West Central Tribune" is the only qualified newspaper, as the order of priorities stated in the statute does not apply. Council Member Christianson questioned the eligibility of the "Reminder" and stated he would be willing to look into it for 2016. Council Member Nelsen stated this issue has been brought up several times and she would like it put on record so the Council is not repeatedly discussing it. Mayor Calvin mentioned he will ask staff to have the relevant information and percentage of saturation available for the next reorganizational meeting of the Council.

Council Member Ahmann presented goals and objectives for the Mayor and Council to consider. Mayor Calvin suggested submitting this list to the facilitator that is obtained to conduct the next Council Retreat.

City Administrator Charlene Stevens gave an update on the Vision 2040 events. She highlighted the upcoming Cross-Cultural Conversation for Community Engagement to be held at the middle school on January 21st from 6 – 8:30 p.m. This is a workshop to enhance skills for deeper listening to others. Highlighted next was the Leadership 2040 class which was developed by a group of volunteers to increase the leadership qualities in our community. There are currently 29 very balanced participants, with one of them being Council Member Nelsen. There will be six sessions with a June graduation and another opportunity for this class starting in September. Council Member Ahmann stated he has been in on several discussions, particularly the housing issue, and heard the term "workforce housing." He asked for a definition to the term and what the goal is. Mayor Calvin suggested there be a brief explanation of the program at the Council Retreat.

Council Member Nelsen mentioned a new project located at MinnWest Technology Campus titled "Work Up." This program provides individual work spaces for those interested. There will be upcoming tours and additional information will be provided in the future. .

Mayor Calvin asked Fire Chief Gary Hendrickson to give a brief report on the gas leak that took place on January 15th at 4:14 a.m. in the area of 1306 15th Street SW. The initial report was of a one-vehicle accident and upon police arrival it was a gas line was hit. Shortly after, the Fire Department arrived on scene and discovered a gas supply header fed by two high-pressure lines at 95 psi had been hit and continued to leak gas at a high rate sounding like a jet engine. Only one home adjacent to the leak was evacuated. Centerpoint Energy staff arrived but were unable to immediately shut it down. Sometime later a temporary

high pressure line was installed until the supply header was repaired. There were no injuries to firefighters or civilians.

Announcements for Council Committee meeting dates were as follows: Labor Relations, 4:45 p.m. at City Hall, January 28, 2015.

There being no further business to come before the Council, the meeting adjourned at 8:07 p.m. upon motion by Council Member Fagerlie, seconded by Council Member Ahmann, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL